



COMDTINST 4630.1J
07 DEC 1990

COMMANDANT INSTRUCTION 4630.1J

Subj: Use of Coast Guard Aircraft for Command/Support Operations

- Ref:
- (a) DOT Order 6050.1A, Management and Use of Department Transportation Aircraft
 - (b) COMDTINST M3710.1(Series), Air Operations Manual
 - (c) COMDTINST 760.2 (Series), Computation of Costs of Transportation in Coast Guard Aircraft
 - (d) DOT Order 1500.6A, Travel Manual

1. PURPOSE. This instruction establishes the policies and procedures for use of any Coast Guard aircraft in command/support operations originating from Washington DC, and for use of the VC-11A and VC-4A, regardless of mission origin. Command/support operations include transportation and certain members of the Secretary's staff, the Commandant and members of his staff, and such other personnel as may be authorized by the Commandant.
2. DIRECTIVES AFFECTED. COMDTINST 4630.1I is cancelled.
3. DISCUSSION.
 - a. Reference (a) requires that commercial transportation be used to the maximum extent practicable, consistent with meeting mission needs effectively and economically. Flights on USCG aircraft for transportation purposes, regardless of the senior level official on board, will be limited to those which are clearly in the best interest of the Federal Government from an economical or mission-accomplishment standpoint and have been approved in accordance with the procedures in this directive.

07 DEC 1990

3. b. The mission of Coast Guard Air Station Washington is to provide transportation for the Secretary of the Department of Transportation and the Commandant, and members of their staffs and such other personnel as authorized by the Secretary or the Commandant. Two command/support aircraft are assigned for this purpose. One is a 12 passenger (maximum of nine for transoceanic flights) VC-11A (Gulfstream II, Jet) which is designated CG-01. The other is a 15 passenger VC-4A aircraft (Gulfstream I, Turboprop) which is designated CG-02. Mission needs, economy, and availability will be used to determine which aircraft is assigned to particular missions.
- c. Any command/support flight originating in the Washington DC area, or requiring the use of the VC-11A or VC-4A, must be approved by the Vice Commandant. Reference (b) delegates limited authority to Area/District Commanders to approve other flights.
- d. Final scheduling of flights which must be approved by the Vice Commandant as discussed above is the responsibility of the Special Assistant to the Commandant. Missions approved to originate from Washington DC for which the VC-11A or VC-4A are not available may employ other mission aircraft when available and appropriate. With the approval of the Vice Commandant, the Special Assistant to the Commandant will coordinate use of such mission aircraft for command/support flights.
- e. Responsibilities. Execution of authorized and scheduled flights is the responsibility of the Commanding Officer of the Air Station at which the approved aircraft is assigned. The aircraft commander shall ensure the necessary messages are sent. Arranging ground transportation to and from airports, arrival protocol, and other services are the responsibility of the Aide (if assigned) or other individual designated as the passenger coordinator by the senior officer requesting the particular aircraft service.

4. PROCEDURES.

- a. Requests for command/support missions requiring approval of the Vice Commandant shall be signed by officers of flag rank. Requests of district and MLC Commanders shall be sent via the area commander. The request will provide the following information:
 - (1) Purpose of flight (explain in enough detail to support a decision regarding the importance of the mission to the Federal government);

07 DEC 1990

4. a. (2) Itinerary - arrival and departure times (alternative dates if practicable);
- (3) List of passengers with respective ranks, grades and/or positions;
- (4) Justification for the flight, either:
- (a) because of specific requirements to ensure mission accomplishment; or,
 - (b) because of economics, as shown by comparing the cost of equivalent commercial transportation to the cost of the requested Coast Guard aircraft in accordance with reference (c).
- (5) Regardless of the type of justification used when requesting the aircraft, a cost comparison shall be forwarded with the request.
- b. The written request required by paragraph 4.a. should normally be received by the Vice Commandant no later than two weeks prior to the commencement date of the planned mission. For flights originating in Washington DC or involving the VC-11A or VC-4A, the Special Assistant to the Commandant shall be notified immediately of any subsequent changes to the planned mission. Such changes may result in disapproval of a previously approved mission.
- c. The Special Assistant to the Commandant will notify the originator immediately of the Vice Commandant's action on the formal request. A copy of the acted-upon request will then be returned to the originator.
- d. Requests for Washington DC-originated flights, or those contemplating use of the VC-11A or VC-4A, may be made by phone to the Special Assistant to the Commandant for tentative scheduling prior to the submission of the formal request. If the appropriate aircraft is available, the proposed mission will be tentatively scheduled pending receipt of the written request. The Special Assistant to the Commandant will coordinate all flights using alternative aircraft through appropriate channels.
- e. When an unwritten request has been accepted for rough scheduling purposes, the Special Assistant to the Commandant will authorize direct liaison between the office requesting the flight and Air Station Washington (telephone (703) 557-2251), or the command where the aircraft is located, for the purpose of developing flight

4. e. (cont'd)
itineraries, cost comparisons, parking arrangements, etc. Enclosure (1) contains information regarding Air Station Washington. Early contact with Air Station Washington is encouraged. Particular time and attention need to be devoted to parking since no Coast Guard or DOT parking is available.
- f. The senior passenger is responsible for ensuring compliance with the scheduled departure and arrival times. Washington National Airport has strict arrival/departure reservation and noise regulations that, if not met, can result in long delays in departure or arrival or even cancellation. Passengers should arrive sufficiently prior to the scheduled departure time to allow for parking, baggage loading, etc. All passengers should be in the CGAS Washington Passenger Lounge not later than 20 minutes prior to scheduled departure time, unless otherwise directed by the senior passenger.
- g. The VC-4A (CG-02/Turboprop) may not land, and the VC-11A (CG-01/Jet) may not take off at Washington National Airport between the hours of 2200 and 0700.

5. PASSENGER ELIGIBILITY.

- a. Reference b, Chapter 2, lists the categories of passengers which may be authorized by flag officers requesting the flight. The following categories of passengers must be specifically authorized by the Vice Commandant prior to approval of the flight.
 - (1) Dependents: Generally, transportation of spouses and/or dependents aboard Coast Guard aircraft is prohibited (except as authorized in references (a) and (b)). However, in some instances the presence of spouses and/or dependents accompanying persons on an aircraft assigned to transport a senior officer may be unquestionably in the best interest of the Federal government. These circumstances would normally be that the travel of the spouse and/or dependent is essential to mission requirements, or justifiably necessary for diplomatic or public relations reasons. The senior officer requesting the flight shall in all cases obtain, from the Vice Commandant, authorization for spouse and dependent travel before departure. This shall normally be done at the time of the initial written request for the aircraft. However, commercial costs for a dependent cannot be included in the cost comparison required by paragraph 4.a.(4).

5. a. (2) Members of Congress: Requests for travel on Coast Guard aircraft for members of Congress, their staffs, or their spouses and/or dependents, regardless of the justification for the flight shall be submitted via most expeditious means to Commandant (G-CC). Such requests will be approved by the Assistant Secretary for Governmental Affairs. Approved requests will be forwarded to the Special Assistant to the Commandant for scheduling.

(3) Others: Refer to section 2-G of reference (b).
- b. Personnel authorized Space Available travel in accordance with reference (b) may be provided such travel if approved by the senior passenger.
6. TRAVEL ORDERS. Travel orders shall be prepared for all official passengers in accordance with the following:
 - a. Military Personnel. Travel orders for military personnel shall be prepared in accordance with the provisions of COMDTINST M1000.6A, Personnel Manual, Chapter 4.
 - b. Federal Civilian Employees. Travel orders for Department of Transportation employees shall be prepared by the employee's organization in accordance with the provisions of reference (d). Travel orders for employees of other departments and agencies shall be prepared in accordance with travel instructions of the employing organization.
 - c. Members of Congress and their staffs. Commandant (G-CC) shall prepare travel orders for members of Congress and their staffs in accordance with the provisions of reference (d).
7. TYPES OF SERVICES, CHARGES AND AIRCRAFT SEATING. Passenger services will be provided and charged as follows:
 - a. Meals. Catered foods such as sandwich trays, luncheon plates and full course meals are available providing a request from the senior passenger is received in sufficient time to enable the aircraft crew to make arrangements with airport caterers. For departures from Washington, firm meal requirements (type and number of meals) must be submitted to the air station at least 24 hours before takeoff. For intermediate stops and overnight points, meal requirements should be submitted to the aircraft crew as soon as possible to allow for arrangements. All meals procured will be subject to reimbursement. Charges will be based on actual cost

7. a. (cont'd)

taken from caterer invoices and rounded to the next higher dollar.

- b. Passenger Comfort Items. Standard passenger comfort items such as coffee, soft drinks, candy, newspapers, magazines, etc. will be provided on all flights. The air station will maintain an adequate stock of passenger comfort items so as to insure their availability prior to and during all scheduled flights. The Washington Air Station Officers Open Mass is intended to be a revolving fund which provides capital to purchase comfort items and meals. It is later reimbursed by the collection of a surcharge based on the following schedule:

(1)	Domestic Daily Rate 0000-2400	\$2.00/Passenger
(2)	Catered Meals	Actual Cost
(3)	OUTCONUS Daily Rate	\$3.00/Passenger

Listed below are standard passenger comfort items.

(1) Lounge Provisions:

- (a) Coffee, tea, cream, and sugar for the Air Station passenger lounge for service prior to flight departures.

(2) In-flight Provisions

- (a) Coffee, tea, Sanka, and associated sweeteners and dairy products.
- (b) Assorted soft drinks, including diet or Lo-Cal beverages.
- (c) Assorted fruit/vegetable juices.
- (d) Light snack mixes.
- (e) Assorted confections including hard and soft candies.
- (f) Assorted pastries for morning flights, purchased as required.
- (g) Daily newspapers,
- (h) Assorted periodicals.
- (i) Assorted condiments: salt, pepper, meat sauces.
- (j) Hand soap and towels.
- (k) Dinner and cocktail napkins.
- (l) Electric razors and after shave lotion.
- (m) Sanitary napkins.
- (n) Kleenex and toilet tissue.
- (o) Individually wrapped hand/face moistened towels.

7. b. (2) (cont'd)

- (p) Aspirin/alka-seltzer.
- (q) Playing cards, cribbage board, score pads.
- (r) Plastic glasses (2 sizes), plastic coffee cups.
- (s) Any other items specifically requested by VIP passengers.
- (t) Assorted cocktail mixes, quinine water, club soda, etc.
- (u) Specific serving pieces as required
(Example: Cheese knife.)
- (v) Sewing and shoe shine kits.

- c. Liquor. Liquor will normally be carried on flights for the Secretary, Deputy Secretary, Commandant, Vice Commandant, members of Congress, and Flag officers to be served on a cash bar basis. Special authorization is required to carry liquor for in-flight consumption on other flights and the request must be addressed to the Vice Commandant. Costs are recovered according to the following schedule:

(1)	Mixed drinks (each)	\$2.00
(2)	Wine: Actual Cost for requested wine	
	Individual bottles	\$2.00
(3)	Beer/Ales (each):	\$2.00

Inflight service of alcoholic beverages will be at the discretion of the senior passenger when authorized.

- d. Payment of Surcharges/Meals. Assessments for the costs of meals (if procured), and the surcharge, will be provided to the passenger coordinator of the traveling party well in advance of mission completion whenever possible. The passenger coordinator of the flight from the traveling party will then be responsible for the collection of charges from the other members of the party in the form of cash or checks made payable to "Treasurer, OMO, CGAS Washington." Normally the passenger coordinator from the traveling party should provide payment for all passenger charges to the aircrew prior to final departure from the aircraft, in either cash or checks.
- e. Aircraft Configurations. Aircraft configurations for the Gulfstream 2 (CG-01/Jet) and the Gulfstream 1 (CG-02/Turboprop) are shown as enclosure (2) for the purpose of assisting in planning seat assignments at the discretion of the senior passenger.

07 DEC 1990

8. MAINTENANCE OF RECORDS.

- a. Flight records for Coast Guard command/support missions will be developed and retained as required by Chapter 8, reference (b).
- b. Copies of requests for flights approved by the Vice Commandant, including the cost comparisons, shall be maintained by Commandant (G-C).
- c. For flights approved by other authorities, the approving authority will forward copies of the justification and economic analysis for each command/support flight to the unit executing the flight. These documents shall be appended to and become a part of the flight records.
- d. After command/support flights of aircraft from Air Stations Washington, the Air Station shall submit reports of actual costs and manifests to Commandant (G-C).

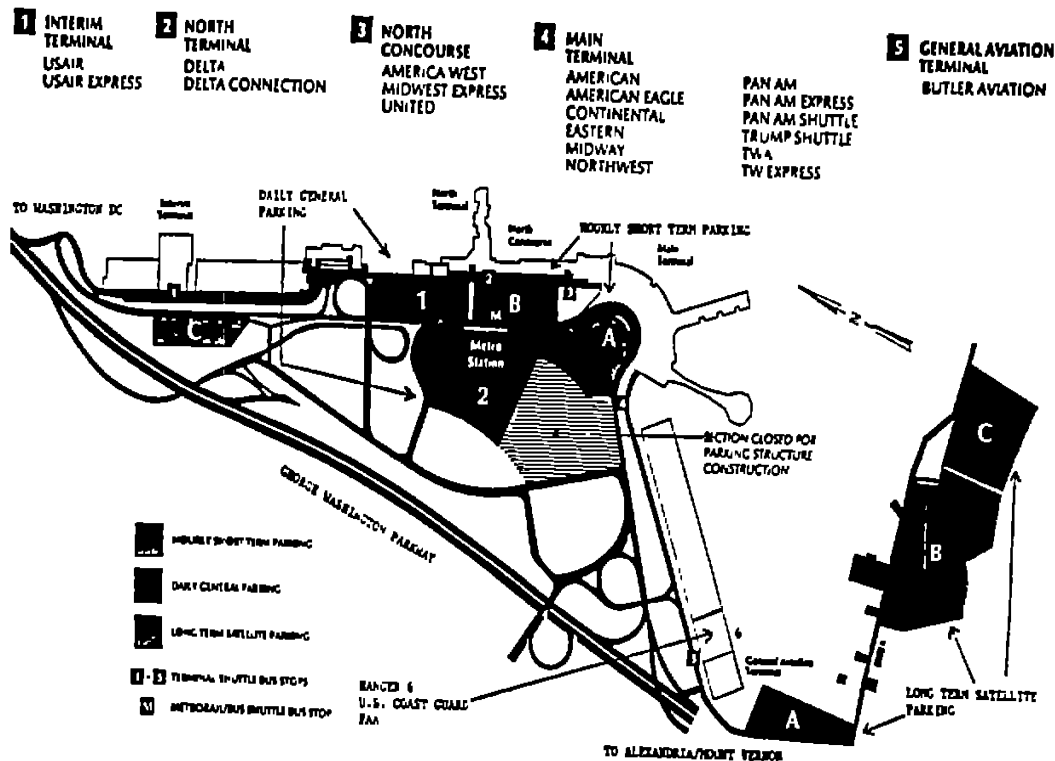
9. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall comply with the procedures established by this instruction.

MARTIN H. DANIELL
Vice Admiral, U.S. Coast Guard
Vice Commandant

- Encl. (1) Air Station Washington Information Sheet
(2) Aircraft seat configurations

DIRECTIONS TO COAST GUARD AIR STATION WASHINGTON

If you arrive by car - from the George Washington Parkway, take the southernmost airport exit (there are only 2). Follow the signs towards General Aviation/Air Cargo, and look for Hanger 6 (between American Airlines Hanger and General Aviation). Passengers may drop off luggage, but if driving, must then immediately proceed to one of the commercial lots at the airport. THERE IS NO COAST GUARD/DOT PARKING AT NATIONAL AIRPORT. Brown shuttle busses, which are free and run very frequently, are available from any of the satellite parking lots to the General Aviation Terminal located next to Hanger 6 (FAA/USCG Hanger).



METRORAIL

Rapid rail transit is available to nearby points in Washington DC, Northern Virginia and Maryland. The station is located opposite the North Terminal and is accessible from each terminal by walking or by courtesy shuttle bus service which operated on a 5-10 minute headway basis. For information call (202) 637-2437; TTY (202) 638-3780.

Handicapped patrons may use the specially equipped courtesy van at no charge, for transportation between the airport's Metrorail station and any other point on the airport. The Metrorail station attendant at the airport will arrange for this transportation on request or you may call 979-9775. Directline telephones are available for obtaining return transportation from the terminal buildings. These telephones are located in the vicinity of the USAir baggage claim area, the exit of the North

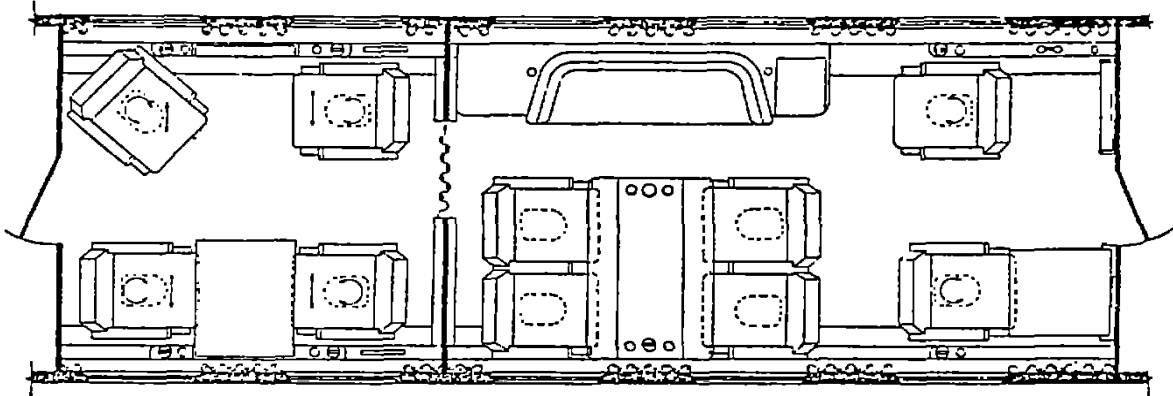
Terminal, and the exit of the Commuter Terminal lobby. You may also request the assistance of your airline or Skycap.

METROBUS

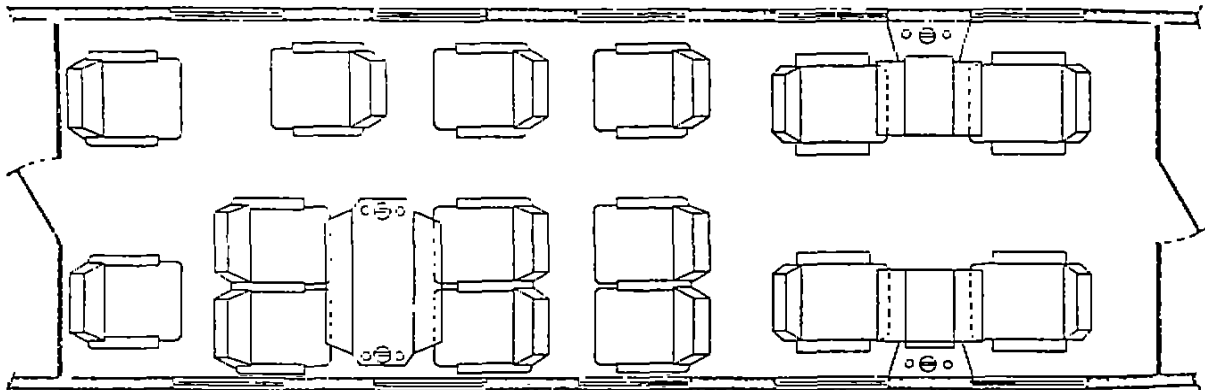
Public bus service is available to areas not served by Metrorail. The Metrobus stop is located at the Metrorail station. For information call (202) 637-2437; TTY (202) 638-3780.

TAXICABS

Washington DC, Northern Virginia and Maryland taxicabs are available at the exits of each terminal. Dispatchers are also available at the exits for assistance.



CABIN SEATING CONFIGURATION FOR CG-01/VC11A



CABIN SEATING CONFIGURATION FOR CG-02/VC4A